

TM-2 PREPARER COURSE
USING NASA'S TRAVEL MANAGER SYSTEM
Constructed Voucher

NOTE

All travel authorizations will be written with the preferred mode indicated. If Traveler's personal preference is different than the preferred mode, the Preparer will add comments regarding actual plans and accomplish constructed voucher upon return.

This document contains instructions for creating a constructed travel voucher.

If a traveler deviates from the authorized itinerary or transportation mode, the reimbursement amount is limited to the actual travel cost or the authorized original itinerary cost, whichever is less. To determine the travelers' compensation, both itineraries are to be entered into Travel Manager as a Constructed Travel Voucher, and Travel Manager will select the voucher with the lesser of the two amounts.

Trip 1 Information

1. Itinerary

A Traveler uses air transportation to Washington, DC, to attend Travel Manager training.

2. Ticketed Transportation

Round trip airfare is \$400.00.

3. Other Expenses

Taxi from airport to hotel on arrival.

Tip for taxi.

Taxi from hotel to airport on departure.

Tip for taxi.

Trip 2 Information

1. Itinerary

A Traveler uses Privately Owned Vehicle (POV) to drive to Washington, DC, to attend Travel Manager training.

2. Expenses

Mileage from residence to Washington, DC, is 200 miles.

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TRIP 1

One voucher will be created with two different trips. The first will use AIR transportation and appropriate expenses and the second will use POV and appropriate expenses. The first trip will be copied to a second trip, and the appropriate expenses will be changed. The less expensive of the two trips will be reimbursed to the traveler.

A. CREATE A NEW DOCUMENT

1. Click the **Create New Document** link on the Document Processing Toolbar on the left side of the page. The **New Document** page will be displayed.

2. Select Voucher from Authorization in the **Document Type** pull down list.

3. Click in the **Document Name** field.
4. The **Traveler Listing (Voucher from Authorization)** page will be displayed.

5. Click in the **Last Name** field under the **Enter Search Criteria** area and enter the last name of the traveler (or a portion of the name). Click the **Search** button, beside the **Last Name** field.

6. The **Traveler Listing (Voucher from Authorization)** page will be displayed with a list of travelers. Use the **Prev 40** or the **Next 40** link, located in the **Traveler List** area, if necessary to scroll through the list of travelers.

Setup Reports Logout Help

User: A PREPARER2
Traveler:

Traveler Listing (Voucher from Authorization)

Quick Tip
Type one or more letters of the traveler's last name and click Search. Then, click the traveler's name to list all documents.

Enter Search Criteria

Last Name

Traveler List Click on an entry to select it

Search Results [Prev 40](#) [Next 40](#)

Name	ID
TRAVELER2_A1	240-00-0101

7. Click the **Name** link of the desired traveler in the **Traveler List** area on the left side of the page. A list of authorization documents will be displayed in the **Document List** in the **Document Search (Voucher from Authorization)** area on the right.

Setup Reports Logout Help

User: Susie L. Smith
Traveler:

Traveler Listing (Voucher from Authorization)

Quick Tip
Type one or more letters of the traveler's last name and click Search. Then, click the traveler's name to list all documents.

Enter Search Criteria

Last Name

Traveler List Click on an entry to select it

Search Results [Prev 40](#) [Next 40](#)

Name	ID
APPROVER_ALAN	240-00-4001
Doe, John	240-00-0001
TRAVELER_ANGELA	240-00-0011
Traveler, Anthony	240-00-0071


Document Search (Voucher from Authorization)

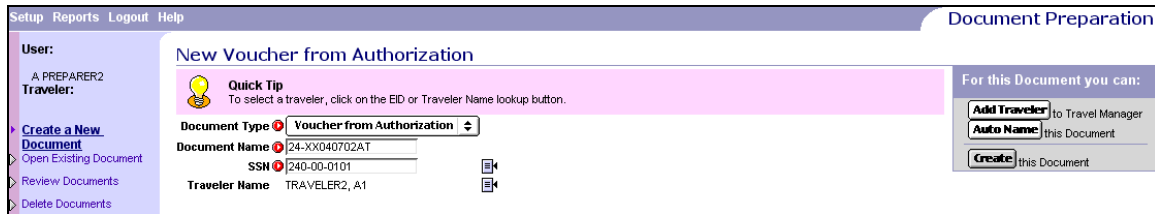
Document List Click on an entry to select it

Traveler: ANGELA TRAVELER


Type	Document Name	Dep Date	Status	In Use
Authorization	24-AA051302AA	05/13/02	CREATED	
Authorization	24-AA051302AT	05/13/02	DATA LINK	
Authorization	24-AA040702AT	04/07/02	DATA LINK	
Authorization	24-AA021102AT	02/11/02	DATA LINK	
Authorization	24-AA011002AT	01/10/02	CREATED	*

8. Authorization documents created for that traveler will be displayed in the **Document Search (Voucher from Authorization)** area on the right with the current Status of the document.
- Documents that have been created but not routed will have **CREATED** in the **Status** column.
 - Documents that have been created and routed will have various stamp values in the **Status** column, some of which may be **SIGNED**, **ADJUSTED**, **REVIEWED**, **APPROVED**, **MGT REVIEWED** or **MGT APPROVED**.
 - Documents that have completed processing will have **DATALINKED** in the **Status** column.

9. Click the **Document** icon  next to the desired authorization from the list. The **New Voucher From Authorization** page will be displayed.



The screenshot shows the 'New Voucher from Authorization' page. The top navigation bar includes 'Setup', 'Reports', 'Logout', and 'Help'. The left sidebar contains a menu with 'User: A PREPARER2', 'Traveler:', 'Create a New Document', 'Open Existing Document', 'Review Documents', and 'Delete Documents'. The main content area is titled 'New Voucher from Authorization' and includes a 'Quick Tip' box stating: 'To select a traveler, click on the EID or Traveler Name lookup button.' Below this, there are input fields for 'Document Type' (set to 'Voucher from Authorization'), 'Document Name' (set to '24-XX040702AT'), 'SSN' (set to '240-00-0101'), and 'Traveler Name' (set to 'TRAVELER2, A1'). On the right side, there is a section titled 'For this Document you can:' with three buttons: 'Add Traveler' (to Travel Manager), 'Auto Name' (this Document), and 'Create' (this Document).

10. Click the **Create**  **this Document** button in the 'For this Document you can:' area in the top right. The **Itinerary Information** page will be displayed with the data that was entered on the authorization.

B. ITINERARY

Setup Reports Logout Help Document Preparation

User:
A PREPARER2
Traveler:
A1 TRAVELER2
Voucher: 24-XX040702AT

• Document Summary
• Trip Number
• Traveler
• **Itinerary**
• Ticketed Trans
• Expenses
• Lodging/M&IE
• Accounting
• Totals
• Comments
• Document Status
• Perform Pre-Audits
• Preview Document
• Export Document
• Close Document

Itinerary Information for 24-XX040702AT

Quick Tip
The Begin Travel and End Travel fields must be completed before a per diem location can be added. Remember to save your itinerary before continuing.

For this Document you can:
 Itinerary

Trip Information

Travel Authorization Number 24-BA200002
Auth Date 07/07/2002
Purpose TRAINING
Description Two days TM training in Washington DC
Type SINGLE
Trip No 1

Departure and Return Information

Begin Travel 04/07/2002
End Travel 04/10/2002
Depart RES: Residence, US
Return RES: Residence, US
Depart Selection RES: Residence, US
Return Selection RES: Residence, US
Trip Duration Multiple days
Comments Voucher due 5 days after completion of your trip.

Per Diem Locations

☐ Replace ALL lodging and M&IE information on this document.

Edit/Delete	Arrival Date	Location	Departure Date
	04/07/02	WASHINGTON,DC	04/10/02

1. Select **CNST** from the **Type** pull down list in the **Trip Information** area to indicate this is a constructed voucher.
2. Click the **Itinerary** button in the 'For this Document you can:' area in the top right.
3. Click the **Document Summary** link on the Document Processing Toolbar on the left side of the page. The **Document Summary** page will be displayed.

C. DOCUMENT SUMMARY

Setup Reports Logout Help

User: A PREPARER2
Traveler: A1 TRAVELER2
Voucher: 24-XX040702AT

Document Summary

- Trip Number
- Traveler
- Itinerary
- Ticketed Trans
- Expenses
- Lodging/M&IE
- Accounting
- Totals
- Comments
- Document Status
- Perform Pre-Audits
- Preview Document
- Export Document
- Close Document

Document Summary for Voucher 24-XX040702AT

Quick Tip
For specific information, click on a Details link. You can sign and stamp your document from the Document Status section.

Trip Number 1
Travel Authorization Number 24-BA200002
Traveler Details 240-00-0101, A1 TRAVELER2
Purpose Description Two days TM training in Washington DC
Itinerary Details WASHINGTON,DC 04/07/02 - 04/10/02
Ticketed Trans Details \$400.00

Expense Summary

Quick Expense	edit	Delete	Date	Expense	Amount
		X	04/07/2002	TAXI	20.00
		X	04/10/2002	TAXI	20.00
Total:					40.00

Lodging/M&IE Details \$161.00

Accounting Summary

Label	Amount
24-BA2-09200000	601.00
Total:	601.00

Totals Summary

Disbursement Type	Amount
Amount Claimed	601.00
Non-Reimbursable Expenses	0.00
Advance Applied	0.00
Pay To Charge Card	0.00
Pay To Traveler	601.00

Enter Comments Voucher due 5 days after completion of your trip.
Document Status Document Status

For this Document you can:
Save Document
Continue Entering Document
Close Current Document

Enter Status/PM to stamp this document

1. Click on each link on the Document Processing Toolbar on the left side of the page to review the information in the **Document Summary** page for **Trip Number 1**. All information from the Authorization was copied to this Voucher except for the Lodging expenses, which have been zeroed out.
2. Click the **Ticketed Trans** link on the Document Processing Toolbar on the left side of the page. The **Ticketed Transportation** page will be displayed.

D. TICKETED TRANSPORTATION

Setup Reports Logout Help Document Preparation

User:
A PREPARER2
Traveler:
A1 TRAVELER2
Voucher: 24-XX040702AT
• Document Summary
• Trip Number
• Expenses

Ticketed Transportation for Voucher 24-XX040702AT

Quick Tip
To enter ticket information, click Add. Previously entered ticket information can be edited (Pencil icon) or deleted (X icon).

For this Document you can:
Add Ticket
Back **Continue**

Ticket No	Dep Date	Type	Cost	Depart	Arrive	CR	CL	Tax
See Itinerary 1	04/07/02	AIR	400.00					no

1. Review the ticket information. This information should remain for **Trip 1**.
2. Click the **Expenses** link on the Document Processing Toolbar on the left side of the page. The **Expense Entry** page will be displayed.

E. EXPENSES

Setup Reports Logout Help Document Preparation

User:
A PREPARER2

Traveler:
A1 TRAVELER2

Voucher: 24-XX040702AT

• Document Summary
• Trip Number
• Traveler
• Itinerary
• Ticketed Trans
• **Expenses**
• Lodging/M&IE
• Accounting
• Totals
• Comments
• Document Status
• Perform Pre-Audits
• Preview Document
• Export Document
• Close Document

Expense Entry for 24-XX040702AT

Quick Tip
The Arrow icon indicates a required field. Click Save to save the current expense and refresh the screen so a new expense can be added.

Date 04/07/2002

Expense Type

Expense Description

Miles Traveled

Rate Selection

Rate

Cost

Comments

For this Document you can:

[Use Quick Expense](#)
[Use Foreign Calculator](#)
[Lookup Credit Card Expenses](#)

Save Current Expense
Done Entering Expenses
Back **Continue**

Copy Through Date

Cost Options

☒ Reimbursable
☒ Taxable

Expense Category

Pmt Method

Vendor

Current Expenses			
Action	Date	Expense	Amount
	04/07/2002	TAXI	20.00
	04/10/2002	TAXI	20.00
			Total: 40.00

- Review the expenses in the **Current Expenses** area. Taxi expenses should remain for **Trip 1**.
 - Click the **Pencil** icon to edit any **Current Expenses** records for modifications.
 - Click the **X** icon to delete any **Current Expenses** records.
- Click the **Lodging/M&IE** link on the Document Processing Toolbar on the left side of the page. The **Lodging/M&IE** page will be displayed.

F. LODGING/M&IE

Setup Reports Logout Help Document Preparation


User: A PREPARER2
Traveler: A1 TRAVELER2
Voucher: 24-XX040702AT

Lodging/M&IE for 24-XX040702AT

Quick Tip
An asterisk (*) in the Special column indicates that a condition has been selected in the Advanced Lodging/M&IE window.

For this Document you can:
Delete All Lodging and M&IE expenses
Back Continue

Date	Delete	Replicate	Ldg Cost	Ldg Allowed	M & IE Allowed	Per Diem Rate	Special	B	L	D	Conf %
04/07/02			0.00	0.00	34.50	150 / 46					
04/08/02			0.00	0.00	46.00	150 / 46					
04/09/02			0.00	0.00	46.00	150 / 46					
04/10/02			0.00	0.00	34.50	150 / 46					

1. Lodging costs are zero on the voucher unless actuals or overrides were entered on the authorization. The **Lodging** expenses must be entered and will be the same for both trips.
2. Click the **Pencil icon**  next to the first Lodging record. The **Update Lodging and M&IE Expenses** page will be displayed.

Setup Reports Logout Help Document Preparation

User: A PREPARER2
Traveler: A1 TRAVELER2
Voucher: 24-XX040702AT

Update Lodging and M&IE Expenses for 24-XX040702AT (04/07/02)

Quick Tip
For this lodging day, you can edit specific actuals, leave data, meals provided status, lodging amount, and if desired apply these changes forward using the apply through tool.

For this document you can:
Next Expense
Save Expense Changes
Override Lodging and M&IE
Close Without Saving Changes
Apply Through Date: 04/07/02


Lodging
Per Diem Rate: 150 / 46
Lodging: 0.00 **Options**


Conference Allowance
☐ Conference Allowance
Conference Rate: **Conf Info**

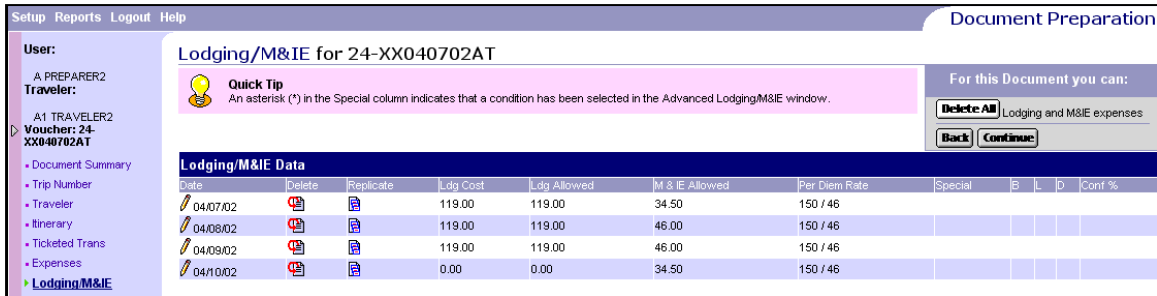
Actuals
☐ Lodging Limit: 0.00
☐ Meals
Breakfast: 0.00
Lunch: 0.00
Dinner: 0.00
Incidentals: 0.00

Leave Data
☒ None
☐ Annual
☐ Other
Hours: 0

Meals Provided
☐ Breakfast
☐ Lunch
☐ Dinner

3. Click in the **Lodging** field and type 119.
4. Click the **Calendar icon**  in **Apply through Date** area to the right of the **Lodging** field and select the last day of travel (April 10).

5. Click the  **Expense Changes** button in the 'For this Document you can:' area in the top right. The **Lodging/M&IE** page will be redisplayed with the lodging costs entered. Notice the last day has no lodging amount as this is the return day.



Setup Reports Logout Help Document Preparation

User: A PREPARER2
Traveler: A1 TRAVELER2
Voucher: 24-XX040702AT

Lodging/M&IE for 24-XX040702AT

Quick Tip
An asterisk (*) in the Special column indicates that a condition has been selected in the Advanced Lodging/M&IE window.

For this Document you can:
Delete All Lodging and M&IE expenses
Back **Continue**

Date	Delete	Replicate	Ldg Cost	Ldg Allowed	M & IE Allowed	Per Diem Rate	Special	B	L	D	Cont %
04/07/02			119.00	119.00	34.50	150 / 46					
04/08/02			119.00	119.00	46.00	150 / 46					
04/09/02			119.00	119.00	46.00	150 / 46					
04/10/02			0.00	0.00	34.50	150 / 46					

6. Click the **Accounting** link on the Document Processing Toolbar on the left side of the page. The **Available Accounting Codes** page will be displayed.

G. ACCOUNTING

Setup Reports Logout Help Document Preparation

User:
A PREPARER2
Traveler:
A1 TRAVELER2
Voucher: 24-XX040702AT

• Document Summary
• Trip Number
• Traveler
• Itinerary
• Ticketed Trans
• Expenses
• Lodging/M&IE
• **Accounting**
• Totals
• Comments
• Document Status
• Perform Pre-Audits
• Preview Document
• Export Document
• Close Document

Available Accounting Codes for 24-XX040702AT

Quick Tip
Once two or more accounting codes are selected, the Allocation button is enabled.

For this Document you can:
[Add](#) New Accounting Code
[Back](#) [Continue](#)

Enter Search Criteria
Accounting Code [Search](#) [Retrieve](#)

Master Accounting Codes Click Accounting Label to add to Document [Prev 10](#) [Next 10](#)

Organization	Label	Classification Code
24-BA	24-BA2-09200000	0920000...24.2.8.00.BA.000
24-BA	24-BA2-09225TRN	0920025.03...24.2.7.00.BA.TRN
24-BA	24-BA2-71035000	7103500...24.2.8.00.BA.000

Accounting Codes for 24-XX040702AT Click an item to edit/delete it

Organization	Label	Classification Code	Extended Code
	24-BA	24-BA2-09200000	0920000.08.2128.GH.24.2.8.00.BA.000

Edit Delete [Extended](#)

1. Review accounting code information.

NOTE

*All **Labels** for Accounting Codes begin with the Center ID (example 24) and a – (hyphen) followed by a 2 digit organization code (example FR), one digit year, hyphen, 3 digit UPN, 2 digit SYS, and 3 digit subrad (example: 24-FR2-32996000).*

2. If multiple accounting codes exist and the allocation needs revision (for example: increased registration fee), click the **Allocate** link to the right of the account code. The **Accounting Allocation Summary** page will be displayed.

H. TOTALS

Setup Reports Logout Help

User: A PREPARER2
Traveler: A1 TRAVELER2
Voucher: 24-XX040702AT

Document Preparation

Total Details for 24-XX040702AT

Quick Tip
If necessary, enter changes and click OK.

For this Document you can:
Calculate New Totals for Document
Back **Continue**

Total Expenses: 958.00
Non-reimbursable Expenses: 0.00
Total Amount Claimed: 958.00

Gov't Advance Outstanding: 0.00
Gov't Advance Applied: 0.00

Net to Traveler: 958.00
(Due Gov't if negative)

Expenses on Gov't Charge Card: 0.00
Add'l Gov't Charge Card Payment: 0.00
Total Gov't Charge Card Amount: 0.00

Pay to Gov't Charge Card: 0.00
Pay to Traveler: 958.00
(Totals are based on trip 1)

Expense Category Details

Trip	Expense Category	Organization	Account Label	Amount
1*	COM.CARRIER	24-BA	24-BA2-09200000	400.00
1*	LODGING	24-BA	24-BA2-09200000	357.00
1*	M&IE	24-BA	24-BA2-09200000	161.00
1*	TAXI/TIPS	24-BA	24-BA2-09200000	40.00

* denotes lowest cost trip for constructed voucher


1. Review the **Total Details** for **Trip 1**. Note the expenses in the **Expense Category Details** area at the bottom of the page are for **Trip 1** and the net due the traveler.
2. Click the **Comments** link on the Document Processing Toolbar on the left side of the page. The **Comments** page will be displayed.

I. COMMENTS

The screenshot shows the 'Comments' section for document 24-XX040702AT. The interface includes a sidebar with navigation links, a main content area with a 'Comments' field, and a 'For this Document you can:' panel with buttons for 'Apply', 'Save', 'Back', 'Continue', and 'Close'.

1. Review and make any necessary changes to the comments. Identify any changes to the expenses that were authorized, not the regular expected expenses that are being added to the voucher.
2. The comments assist the approvers and auditors in processing the voucher.

NOTE

The  **Preset Comments** button, in the 'For this Document you can:' area in the top right, will clear any comments that are in the field.

3. Click the **Document Status** link on the Document Processing Toolbar on the left side of the page. The **Status** page will be displayed.

J. DOCUMENT STATUS

Setup Reports Logout Help Document Preparation

User: A PREPARER2
 Traveler: A1 TRAVELER2
 Voucher: 24-XX040702AT

Quick Tip
 The Signature PIN is case sensitive!

For this Document you can:
 and Submit Document

Status to Apply: **SIGNED** (dropdown)
 Signature PIN:
 Remarks:

Document Routing		
Name	Status	Level
TRAVELER2, A1	SIGNED	0

This is the routing path the current document will take once routed

Document History			
Date/Time	Status	Name	Remarks
07/09/02 11:04AM EST	CREATED	A PREPARER2	

This is the status history for this document

1. Review the status of the voucher. Notice the default **Status to Apply** is “**SIGNED**”.
2. Click the **Perform Pre-Audits** link on the Document Processing Toolbar on the left side of the page. The **Pre-Audit Results** page will be displayed.

NOTE

Do not sign the document until the additional Trip's voucher (e.g. Trip 2) has been created.


K. PERFORM PRE-AUDITS

Setup Reports Logout Help Document Preparation

User:
A PREPARER2
Traveler:
A1 TRAVELER2
Voucher: 24-XX040702AT
























• Document Summary
• Trip Number
• Traveler
• Itinerary
• Ticketed Trans
• Expenses
• Lodging/M&IE
• Accounting
• Totals
• Comments
• Document Status
• **Perform Pre-Audits**
• Preview Document
• Export Document
• Close Document

Pre-Audit Results for 24-XX040702AT

 **Quick Tip**
Click the Magnifying Glass icon to view detail comments for each audit process.

Document Name: 24-XX040702AT
Type: Voucher
Traveler: TRAVELER2, A1
Status: PASS

For this Document you can:
[Close](#) Pre-Audit Results

Pre-Audit Results		
Audit Process	Status	Comments
 ACCT CODES AUTHRZED	PASS	
 ACTUAL MULTIPLIER	PASS	
 ACTUALS EXIST	PASS	
 APPLIED ADVANCE	PASS	
 APPROVAL BY TRAVELR1	PASS	
 APPROVED BY TRAVELR2	PASS	
 APPROVED BY TRAVELR3	PASS	
 AUTHORIZATION EXIST	PASS	
 CONFERENCE ALLOWANCE	PASS	
 COST COMPARISON	PASS	
 COST LESS COM. CARR	PASS	
 DAILY EXPENSE THRESH	PASS	
 DFLT PMT METHOD USED	PASS	
 EXP CAT % VARIANCE	PASS	
 EXP CATEGORY USED	PASS	
 EXP CATEGORY USED1	PASS	
 EXP CATEGORY USED2	PASS	
 EXPENSE CATEGORIES	PASS	
 LAUNDRY/DRY CLEANING	PASS	
 LEAVE AUTHORIZED	PASS	
 LEAVE EXISTS	PASS	
 MILITARY PERSONNEL	PASS	
 OTHER EXPENSES	PASS	

1. Review the **Pre-Audit Results** for **Trip 1**. Because all the expenses had been approved on the Authorization, the Status is '**PASS**'.
2. Click the **Document Summary** link on the Document Processing Toolbar on the left side of the page. The **Document Summary** page will be displayed.

L. DOCUMENT SUMMARY

Setup Reports Logout Help

User: A PREPARER2
Traveler: A1 TRAVELER2
Voucher: 24-XX040702AT

Document Summary

- Trip Number
- Traveler
- Itinerary
- Ticketed Trans
- Expenses
- Lodging/M&IE
- Accounting
- Totals
- Comments
- Document Status
- Perform Pre-Audits
- Preview Document
- Export Document
- Close Document

Document Summary for Voucher 24-XX040702AT

Quick Tip
For specific information, click on a Details link. You can sign and stamp your document from the Document Status section.

Trip Number 1
Travel Authorization Number 24-BA200002
Traveler Details 240-00-0101, A1 TRAVELER2
Purpose Description Two days TM training in Washington DC
Itinerary Details WASHINGTON,DC 04/07/02 - 04/10/02
Ticketed Trans Details \$400.00

Expense Summary

Edit	Delete	Date	Expense	Amount
		04/07/2002	TAXI	20.00
		04/10/2002	TAXI	20.00
				Total: 40.00

Lodging/M&IE Details \$518.00

Accounting Summary

Label	Amount
24-BA2-09200000	958.00
Total:	958.00

Totals Summary

Disbursement Type	Amount
Amount Claimed	958.00
Non-Reimbursable Expenses	0.00
Advance Applied	0.00
Pay To Charge Card	0.00
Pay To Traveler	958.00

Enter Comments Voucher due 5 days after completion of your trip.

Document Status

Document Status: CREATED Awaiting: TRAVELER2, A1
Status To Apply Signature PIN Remarks

SIGNED

For this Document you can:
Save Document
Continue Entering Document
Close Current Document

Stamp and Route

1. Review the information in the **Document Summary** page for **Trip 1**.
2. Click the **Trip Number** link on the Document Processing Toolbar on the left side of the page. The **Trips** page will be displayed.

TRIP 2

Trip 1 will be copied to **Trip 2** and the appropriate expenses changed in **Trip 2** to reflect the use of the traveler's Privately Owned Vehicle (POV).

M. TRIP NUMBER

Setup Reports Logout Help Document Preparation

User: A PREPARER2
Traveler: A1 TRAVELER2
Voucher: 24-XX040702AT
Document Summary
Trip Number


Trips

Quick Tip: To add a trip to this document, click Add.

Trips for 24-XX040702AT

Trip No	Trip Type	Trip Purpose	Dep Date	Ret Date
1	CNST	TRAINING	04/07/02	04/10/02

For this Document you can:
Add Trips
Cancel Trips Window

- Click the **Copy Trip**  button next to the **Trip No 1** link. The **Copy Trips** page will be displayed.

Setup Reports Logout Help Document Preparation


User: A PREPARER2
Traveler: A1 TRAVELER2
Voucher: 24-XX040702AT
Document Summary
Trip Number

Copy Trips

Quick Tip: To accept the default, click SAVE.

Copy From Trip 1
Copy To Trip 2

For this Document you can:
Save New Trip
Close without Saving

- Click the  **New Trip** button, in the 'From this Document you can:' area, to save the new trip. The **Trips** page will be redisplayed. Notice that **Trip 1** has been copied to **Trip 2**. Both trips will be identical until changes are made to **Trip 2**.

Setup Reports Logout Help Document Preparation

User: A PREPARER2
Traveler: A1 TRAVELER2
Voucher: 24-XX040702AT
Document Summary
Trip Number

Trips

Quick Tip: To add a trip to this document, click Add.

Trips for 24-XX040702AT

Trip No	Trip Type	Trip Purpose	Dep Date	Ret Date
1	CNST	TRAINING	04/07/02	04/10/02
2	CNST	TRAINING	04/07/02	04/10/02

For this Document you can:
Add Trips
Cancel Trips Window

- Click on the **2** link in the **Trip No** area. The **Document Summary** page of **Trip 2** will be displayed. All of the data entered can be viewed from this page. Click any link within the document to view details and to make changes.

NOTE

To switch between trips, click the *Trip Number* link, on the Document Processing Toolbar on the left side of the page, and click the desired trip number in the **Trips** page.

N. DOCUMENT SUMMARY

Setup Reports Logout Help

User: A PREPARER2
Traveler: A1 TRAVELER2
Voucher: 24-XX040702AT

Document Summary

- Trip Number
- Traveler
- Itinerary
- Ticketed Trans
- Expenses
- Lodging/M&IE
- Accounting
- Totals
- Comments
- Document Status
- Perform Pre-Audits
- Preview Document
- Export Document
- Close Document

Document Summary for Voucher 24-XX040702AT

Quick Tip
For specific information, click on a Details link. You can sign and stamp your document from the Document Status section.

Trip Number 2
Travel Authorization Number 24-BA200002
Traveler Details 240-00-0101, A1 TRAVELER2
Purpose Description Two days TM training in Washington DC
Itinerary Details WASHINGTON,DC 04/07/02 - 04/10/02
Ticketed Trans Details \$400.00

Expense Details
Expense Summary

Edit	Delete	Date	Expense	Amount
		04/07/2002	TAXI	20.00
		04/10/2002	TAXI	20.00
				Total: 40.00

Lodging/M&IE Details \$518.00
Accounting Details
Accounting Summary

Label	Amount
24-BA2-09200000	958.00
Total:	958.00

Totals Details
Totals Summary

Disbursement Type	Amount
Amount Claimed	958.00
Non-Reimbursable Expenses	0.00
Advance Applied	0.00
Pay To Charge Card	0.00
Pay To Traveler	958.00

Enter Comments Voucher due 5 days after completion of your trip.
Document Status

Document Status: CREATED Awaiting: TRAVELER2, A1
Status To Apply Signature PIN Remarks
SIGNED

For this Document you can:
Save Document
Continue Entering Document
Close Current Document

Enter Status/PIN to stamp this document
Stamp and Route

1. Review the information on the **Trip Number 2** Document Summary page. Notice all the information from **Trip 1** has been copied to **Trip 2**.
2. Click on the **Itinerary Details** link in the Document Summary page. Note the **Type** for **Trip 2** is CNST.

Auth Date 03/05/2002
(mm/dd/yyyy)

Type CNST

Trip No 2

3. Click the **Ticketed Trans** link on the Document Processing Toolbar on the left side of the page. The **Ticketed Transportation** page will be displayed.

O. TICKETED TRANSPORTATION

Setup Reports Logout Help Document Preparation

User: A PREPARER2
Traveler: A1 TRAVELER2
Voucher: 24-XX040702AT
• Document Summary
• Trip Number
• Traveler

Quick Tip
To enter ticket information, click Add. Previously entered ticket information can be edited (Pencil icon) or deleted (X icon).

For this Document you can:
Add Ticket
Back **Continue**

Ticket No	Dep Date	Type	Cost	Depart	Arrive	CR	CL	Tax
See Itinerary 1	04/07/02	AIR	400.00					no

1. Click the X icon to delete the ticket information.
2. Click the button in the pop-up confirmation message window to agree to delete the ticket information.
3. Click the **Expenses** link on the Document Processing Toolbar on the left side of the page. The **Expense Entry** page will be displayed.

P. EXPENSES

Expense Entry for 24-XX040702AT

Quick Tip
The Arrow icon indicates a required field. Click Save to save the current expense and refresh the screen so a new expense can be added.

Date: 04/07/2002

Expense Type: [Dropdown]

Expense Description: [Text Field]

Miles Traveled: [Text Field]

Rate Selection: [Dropdown]

Rate: [Text Field]

Cost: [Text Field]

Comments: [Text Area]

For this Document you can:

- [Use Quick Expense](#)
- [Use Foreign Calculator](#)
- [Lookup Credit Card Expenses](#)

Save Current Expense
Done Entering Expenses
Back Continue

Copy Through Date: [Text Field]

Cost Options

- ☒ Reimbursable
- ☒ Taxable

Expense Category: [Text Field]
Pmt Method: [Dropdown]
Vendor: [Dropdown]

Action	Date	Expense	Amount
	04/07/2002	TAXI	20.00
	04/10/2002	TAXI	20.00

Total: 40.00

- The expenses for **Trip 2** must be changed to reflect the mileage and gas for the Traveler's POV instead of the ones for the air transportation.
 - Click the **X** icon next to each taxi expense and the button in the pop-up confirmation message window to agree to delete the expense information.
- Click the **Use Quick Expense** link on the Document Processing Toolbar on the left side of the page. The **Quick Expense Entry** page will be displayed.

Q. QUICK EXPENSE ENTRY

Setup Reports Logout Help Document Preparation

User: A PREPARER2
Traveler: A1 TRAVELER2
Voucher: 24-XX040702AT

Quick Expense Entry for 24-XX040702AT

Quick Tip
Enter up to 10 expenses at once. Previously entered expenses can be edited (Pencil icon) or deleted (X icon).

For this Document you can:
Save Expenses
Done Entering Expenses



#	Date	Expense Type	Miles	Rate	Cost
1	04/07/02				73.00
2	04/07/2002				73.00
3	04/07/02				
4	04/07/02				
5	04/07/02				
6	04/07/02				
7	04/07/02				
8	04/07/02				
9	04/07/02				
10	04/07/02				

Current Expenses

Action	Date	Expense	Amount
			Total: 0.00

NOTE

Use Quick Expense to ADD expenses. Do not use to modify expenses.

- The page is divided in half. Each half is scrollable.
- The top half contains 10 rows for quick expense entry. The bottom half displays a list of current expenses that are on the document.
- On row 1, review the date to be sure it is **04/07/02**.
 - Select **POV – (\$.365)** from the **Expense Type** drop down list.
 - Enter **200** in the Miles column for the expense and leave the date **04/07/02**.
 - On row 1, click the **Copy Expense** icon  to copy the expense from row 1 to row 2.
- On row 2, click the **Calendar** icon  next to the **Date** field and select the day the expense was incurred, **April 10, 2002**. The date can also be modified in the **Date** field.

5. Click the **Save Expenses** button in the 'For this Document you can:' area in the top right. The **Quick Expense Entry** page will be displayed with the expenses listed in the **Current Expenses** area at the bottom of the page.

Setup Reports Logout Help Document Preparation

User:
A PREPARER2
Traveler:
A1 TRAVELER2
Voucher: 24-XX040702AT

Quick Expense Entry for 24-XX040702AT

Quick Tip
Enter up to 10 expenses at once. Previously entered expenses can be edited (Pencil icon) or deleted (X icon).

For this Document you can:
Save Expenses
Done Entering Expenses

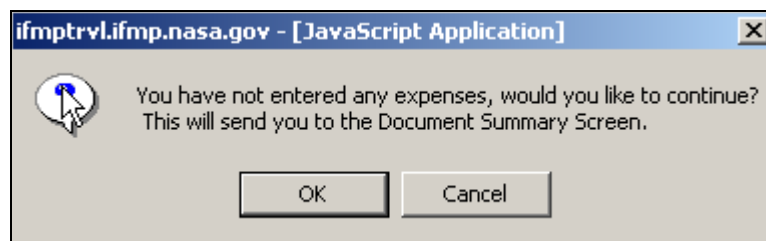
#	Date	Expense Type	Miles	Rate	Cost
1	04/10/02				
2	04/10/02				
3	04/10/02				
4	04/10/02				
5	04/10/02				
6	04/10/02				
7	04/10/02				
8	04/10/02				
9	04/10/02				
10	04/10/02				

Current Expenses

Action	Date	Expense	Amount
	04/07/2002	POV	73.00
	04/10/2002	POV	73.00

Total: 146.00

6. Click the **Done Entering Expenses** button in the 'For this Document you can:' area in the top right. The following message window will be displayed.



7. Click the **OK** button in the pop-up message window. The **Document Summary** page will be displayed.
8. Click the **Lodging/M&IE** link on the Document Processing Toolbar on the left side of the page on the **Document Summary** page.

R. LODGING/M&IE

Setup Reports Logout Help

User: A PREPARER2
Traveler: A1 TRAVELER2
Voucher: 24-XX040702AT

Document Preparation

Lodging/M&IE for 24-XX040702AT

Quick Tip
An asterisk (*) in the Special column indicates that a condition has been selected in the Advanced Lodging/M&IE window.

For this Document you can:
Delete All Lodging and M&IE expenses
Back **Continue**

Date	Delete	Replicate	Ldg Cost	Ldg Allowed	M & IE Allowed	Per Diem Rate	Special	B	L	D	Conf %
04/07/02			119.00	119.00	34.50	150 / 46					
04/08/02			119.00	119.00	46.00	150 / 46					
04/09/02			119.00	119.00	46.00	150 / 46					
04/10/02			0.00	0.00	34.50	150 / 46					

Document Summary
Trip Number
Traveler
Itinerary
Ticketed Trans
Expenses
Lodging/M&IE

1. Review the information on the **Lodging/M&IE** page. The information for **Trip 2** should be the same as for **Trip 1**.
2. Click the **Accounting** link on the Document Processing Toolbar on the left side of the page. The **Available Accounting Codes** page will be displayed.

S. ACCOUNTING

Setup Reports Logout Help Document Preparation

User: A PREPARER2
Traveler: A1 TRAVELER2
Voucher: 24-XX040702AT

Document Summary
Trip Number
Traveler
Itinerary
Ticketed Trans
Expenses
LodgingM&IE
Accounting
Totals
Comments
Document Status
Perform Pre-Audits
Preview Document
Export Document
Close Document

Available Accounting Codes for 24-XX040702AT

Quick Tip
Once two or more accounting codes are selected, the Allocation button is enabled.

For this Document you can:
[Add](#) New Accounting Code
[Back](#) [Continue](#)

Enter Search Criteria
Accounting Code [Search](#) [Retrieve](#)

Master Accounting Codes Click Accounting Label to add to Document
[Prev 10](#) [Next 10](#)

Organization	Label	Classification Code
24-BA	24-BA2-09200000	0920000... 24. 2. 8. 00. BA. 000
24-BA	24-BA2-09225TRN	0920025. 03... 24. 2. 7. 00. BA. TRN
24-BA	24-BA2-71035000	7103500... 24. 2. 8. 00. BA. 000

Accounting Codes for 24-XX040702AT Click an item to edit/delete it

Organization	Label	Classification Code	Extended Code
	24-BA, 24-BA2-09200000	0920000, 08. 2128. GH. 24. 2. 8. 00. BA. 000	Extended
	Edit		

1. Review the accounting codes. The information for **Trip 2** should be the same as for **Trip 1**.
2. Click the **Totals** link on the Document Processing Toolbar on the left side of the page. The **Total Details** page will be displayed.

T. TOTALS

Setup Reports Logout Help Document Preparation

User:
A PREPARER2
Traveler:
A1 TRAVELER2
Voucher: 24-XX040702AT

• Document Summary
• Trip Number
• Traveler
• Itinerary
• Ticketed Trans
• Expenses
• Lodging/M&IE
• Accounting
• **Totals**
• Comments
• Document Status
• Perform Pre-Audits
• Preview Document
• Export Document
• Close Document

Total Details for 24-XX040702AT

Quick Tip
If necessary, enter changes and click OK.

For this Document you can:
[Calculate](#) New Totals for Document
[Back](#) [Continue](#)

Total Expenses: 958.00
Non-reimbursable Expenses: 0.00
Total Amount Claimed: 958.00

Gov't Advance Outstanding: 0.00
Gov't Advance Applied: 0.00

Net to Traveler: 958.00
(Due Gov't if negative)

Expenses on Gov't Charge Card: 0.00
Add'l Gov't Charge Card Payment:
Total Gov't Charge Card Amount: 0.00

Pay to Gov't Charge Card: 0.00
Pay to Traveler: 958.00
(Totals are based on trip 1)

Expense Category Details				
Trip	Expense Category	Organization	Account Label	Amount
1*	COM.CARRIER	24-BA	24-BA2-09200000	400.00
1*	LODGING	24-BA	24-BA2-09200000	357.00
1*	M&IE	24-BA	24-BA2-09200000	161.00
1*	TAXI/TIPS	24-BA	24-BA2-09200000	40.00
2	COM.CARRIER	24-BA	24-BA2-09200000	400.00
2	LODGING	24-BA	24-BA2-09200000	357.00
2	M&IE	24-BA	24-BA2-09200000	161.00
2	MILEAGE	24-BA	24-BA2-09200000	146.00

* denotes lowest cost trip for constructed voucher

- Note the statement **‘(Totals are based on trip 2)’** in the middle of the page and that the **Expense Category Details** list shows expenses for both trips. Asterisks “*” appear beside the expenses for the lowest cost trip.
- Click the **Comments** link on the Document Processing Toolbar on the left side of the page. The **Comments** page will be displayed.

U. COMMENTS

The screenshot displays the 'Document Preparation' interface. On the left, a navigation pane shows the user 'A PREPARER2' and the traveler 'A1 TRAVELER2' with voucher '24-XX040702AT'. The main area is titled 'Comments for 24-XX040702AT'. It includes a 'Quick Tip' box stating that clicking 'Apply' inserts preset comments. Below this is a 'Comments' text area containing the text 'Voucher due 5 days after completion of your trip.' To the right, a panel titled 'For this Document you can:' contains buttons for 'Apply' (Preset Comments), 'Save' (Comments), 'Back', 'Continue', and 'Close' (without Saving Comments).

1. Identify any changes to what was already authorized. Type the following below the existing statement, '**Deleted airfare and taxi/tip expenses to replace with POV mileage for Trip 2**'.
2. Click the **Perform Pre-Audits** link on the Document Processing Toolbar on the left side of the page. The **Pre-Audit Results** page will be displayed.

V. PERFORM PRE-AUDITS

Setup Reports Logout Help

User:
A PREPARER2
Traveler:
A1 TRAVELER2
Voucher: 24-XX040702AT

Document Preparation

Pre-Audit Results for 24-XX040702AT

Quick Tip
Click the Magnifying Glass icon to view detail comments for each audit process.

For this Document you can:
[Close](#) Pre-Audit Results

Document Name: 24-XX040702AT
Type: Voucher
Traveler: TRAVELER2, A1
Status: PASS

Pre-Audit Results		
Audit Process	Status	Comments
ACCT CODES AUTHRZD	PASS	
ACTUAL MULTIPLIER	PASS	
ACTUALS EXIST	PASS	
APPLIED ADVANCE	PASS	
APPROVAL BY TRAVELR1	PASS	
APPROVED BY TRAVELR2	PASS	
APPROVED BY TRAVELR3	PASS	
AUTHORIZATION EXIST	PASS	
CONFERENCE ALLOWANCE	PASS	
COST COMPARISON	PASS	
COST LESS COM. CARR	PASS	
DAILY EXPENSE THRESH	PASS	
DFLT PMT METHOD USED	PASS	
EXP CAT % VARIANCE	PASS	
EXP CATEGORY USED	PASS	
EXP CATEGORY USED1	PASS	
EXP CATEGORY USED2	PASS	
EXPENSE CATEGORIES	PASS	
LAUNDRY/DRY CLEANING	PASS	
LEAVE AUTHORIZED	PASS	
LEAVE EXISTS	PASS	
MILITARY PERSONNEL	PASS	
OTHER EXPENSES	PASS	

- If any audit fails, the word “FAIL” will be in the **Status** column. A comment describing the failure will appear in the **Comments** column as shown below. A fail may actually be a warning to draw attention to a particular process to ensure the preparer or signer has entered/reviewed the data correctly.

TRAVEL MODES AUTHRZD	FAIL	MODE NOT AUTHORIZED: 1POC
TRAVEL MODES AUTHRZD	FAIL	MODE NOT AUTHORIZED: 1POC
TRAVEL MODES AUTHRZD	FAIL	MODE NOT AUTHORIZED: 1POC
TRAVEL MODES AUTHRZD	FAIL	MODE NOT AUTHORIZED: 1POC

NOTE

Adding expenses to the voucher that were not previously authorized on the authorization may cause an audit failure, which will bring the expenses to the attention of the Approvers and/or Reviewers.

- Click the **Document Summary** link on the Document Processing Toolbar on the left side of the page. The **Document Summary** page will be displayed.

W. DOCUMENT SUMMARY

1. Review the Document Summary. Click any links to view details.
2. To print the voucher:
 - a. Click on the **Preview Document** link on the Document Processing Toolbar on the left side of the page.
 - b. The browser will launch a new window over the existing window. The travel document may be reviewed on the screen or printed. Use the scroll bar to see the additional pages.

07/09/02 VOUCHER		Voucher: 24-XX040702AT	
PAGE 1 ** Read Privacy Act On Last Page **		TA Num: 24-BA200002	
1) NAME: TRAVELER2, A1 .		SSN: 240-00-0101	
ADDR:		PHONE:	
Residence, US 12345		MAIL CD:	
		ORG: 24-BA	
DUTY: NASA		TITLE:	
RES: Residence, US		SEC CLR:	
HOURS: 8		CARD: CARD HOLDER	
Prepared By Mary 4-1234		Location 99	
2) FROM	TO	TA NUMBER	TA DATE
04/07/2002	04/10/2002	24-BA200002	07/09/2002
		TRAINING	CNST
3) GTR/TICKET NO	VALUE	CR	CLS
See Itinerary 1	400.00		
4) ACCOUNTING CLASS CODE	TRIP 3	TRIP 2	1-CNSTRICT
24-BA2-09200000		1064.00	958.00
0920000.08.2128.GH.24.2.8.00.BA.000			
5) FINANCE OFFICE			
6) NON-REIMBURSABLE EXPENSES			
TOTAL AMOUNT CLAIMED		958.00	
ADVANCE OUTSTANDING		0.00	
ADVANCE APPLIED		0.00	
NET TO TRAVELER (GOVT)		958.00	
-Copyright 1998 Gelco Information Network GSD, Inc.			
I certify that this Voucher is true and correct to the best of my knowledge and belief, and that payment or credit has not been received by me. I hereby assign the United States any right I may have against any parties in connection, with reimbursable transportation charges described above, purchased under cash payment procedures (41 CFR Part 301-10).			
7) TRAVELER SIGNATURE		DATE	
This Voucher is approved. Long distance telephone calls, if any, are certified as necessary in the interest of the Government. (Note: If long distance telephone calls are included, the approving official must have been authorized in writing by the head of the department or agency to so certify (31 U.S.C. 680a)).		8) VOUCHER NO:	
		SCHEDULE NO:	
		CERTIFIED BY:	
		DATE:	
9) APPROVED,		DATE	
		10) CASH RECEIPT DATE	
		AMOUNT \$	
		SIGNATURE	

Page 1 of a Voucher

07/09/02		VOUCHER		Voucher: 24-XX040702AT	
PAGE 2		** Read Privacy Act On Last Page **		TRAVELER2 240-00-0101	

(11) ITINERARY AND TRANSPORTATION EXPENSES - TRIP NO				1	
DATE	TIME	DEPARTED/ARRIVED LOCATIONS	MODE	COST	DESCRIPTION
04/07/2002		D-RES: Residence, US			
04/07/2002		A-WASHINGTON, DC			
04/07/2002			AIR	400.00	COMMERCIAL AIR
04/07/2002			TAXI	20.00	TAXI
04/10/2002		D-WASHINGTON, DC			
04/10/2002		A RES: Residence, US			
04/10/2002			TAXI	20.00	TAXI
TOTAL TRANSPORTATION EXPENSES				440.00	

(12) SUBSISTENCE AND OTHER REIMBURSABLE EXPENSES						
DATE	ACTUAL LODGING	MEALS	M&IE	P-DIEM	OTHER EXPENSES	AMOUNT
	ALLOWED	E L D	ALLOW	RATE		
04/07	119.00	119.00	34.50	150/46		0.00
04/08	119.00	119.00	46.00	150/46		0.00
04/09	119.00	119.00	46.00	150/46		0.00
04/10	0.00	0.00	34.50	150/46		0.00
	357.00		161.00			0.00

(13) COMMENTS:	
Voucher due 5 days after completion of your trip.	

07/09/02		VOUCHER		Voucher: 24-XX040702AT	
PAGE	3	** Read Privacy Act On Last Page **		TRAVELER2	240-00-0101

(11) ITINERARY AND TRANSPORTATION EXPENSES - TRIP NO				2	
DATE	TIME	DEPARTED/ARRIVED LOCATIONS	MODE	COST	DESCRIPTION
04/07/2002		D-REE: Residence, US			
04/07/2002			AIR	400.00	COMMERCIAL AIR
04/07/2002		A-WASHINGTON, DC			
04/07/2002			1POC	73.00	POV Mileage: 200 Rate: .365
04/10/2002		D-WASHINGTON, DC			
04/10/2002			1POC	73.00	POV Mileage: 200 Rate: .365
04/10/2002		A REE: Residence, US			
TOTAL TRANSPORTATION EXPENSES				546.00	

(12) SUBSISTENCE AND OTHER REIMBURSABLE EXPENSES						
DATE	ACTUAL LODGING	MEALS	M&IE	P-DIEM	OTHER EXPENSES	AMOUNT
	ALLOWED	B L D	ALLOW	RATE		
04/07	119.00	119.00	34.50	150/46		0.00
04/08	119.00	119.00	46.00	150/46		0.00
04/09	119.00	119.00	46.00	150/46		0.00
04/10	0.00	0.00	34.50	150/46		0.00
	357.00		161.00			0.00

--- (13) COMMENTS: ---
 Voucher due 5 days after completion of your trip.

VERCIV-RATE TEL DATE=07/01/02=Copyright 1998 Gelco Information Network GSD, Inc.

 Exception to SF 1012

NOTE: Falsification of an item in an expense account works a forfeiture of claim (28 U.S.C. 2514) and may result in a fine of not more than \$10,000 or imprisonment for not more than 5 years or both (18 U.S.C. 287; i.d. 1001).

In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of the information on this form is authorized by 5 U.S.C. Chap. 57 as implemented by the Federal Travel Regulations (41 CFR 301-304), E.O. 11609 of July 22, 1971, E.O. 11012 of March 27, 1962, E.O. 9397 of Nov. 22, 1943 and 26 U.S.C. 6011(b) and 6109. The primary purpose of the requested

information is to determine payment or reimbursement to eligible individuals for allowable travel and/or relocation expenses incurred under appropriate administrative authorization and to record and maintain costs of such reimbursements to the Government. The information will be used by officers and employees who have a need for the information in the performance of their official duties. The information may be disclosed to appropriate Federal, State, local, or foreign agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions, or when pursuant to a requirement by this agency in connection with the hiring or firing of an employee, the issuance of a security clearance, or investigations of the performance of official duty while in Government service. Your Social Security Account Number (SSN) is solicited under the authority of the Internal Revenue Code (26 U.S.C 6011(b) and 6109) and E.O. 9397, Nov. 22, 1943, for use as a tax payer and/or employee identification number; disclosure is MANDATORY on vouchers claiming travel; and/or relocation allowance expense reimbursement which is, or may be, taxable income. Disclosure of your SSN and other requested information is voluntary in all other instances; however, failure to provide the information (other than SSN) required to support the claim may result in delay or loss of reimbursement.

Page 4 of a Voucher

ACCOUNTING CLASS CODE		TRIP 2	1-CNSTRCT
COM. CARRIER-		400.00	400.00
LODGING-		357.00	357.00
M&IE-		161.00	161.00
MILEAGE-		146.00	
TAXI/TIPS-TAXI			40.00
24-BA2-09200000	0.00	1,064.00	958.00

Organization: 24-BA
0920000.08.2128.GH.24.2.8.00.BA.000

SPLIT PAY DISBURSEMENTS:

TOTAL EXPENSES	958.00
NON-REIMBURSABLE EXPENSES	0.00
TOTAL AMOUNT CLAIMED	958.00
GOV'T ADVANCE OUTSTANDING --	0.00
GOV'T ADVANCE APPLIED -----	0.00
NET TO TRAVELER (GOVT) -----	958.00
GOV'T CHARGE CARD EXPENSES -	0.00
GOV'T CHARGE CARD ATM ADV --	0.00
ADD'L GOV'T CHARGE CARD PYMT	0.00
TOTAL GOV'T CHARGE CARD AMT	0.00
PAY TO GOV'T CHARGE CARD-----	0.00
PAY TO TRAVELER -----	958.00

Page 5 of a Voucher

- c. Use the browser and/or reader **Print** button to print a copy of the travel document if desired.
- d. Close the Preview Document window by closing the browser and/or reader window. The **Document Summary** page will be displayed.

Setup Reports Logout Help

User: A PREPARER2
Traveler: A1 TRAVELER2
Voucher: 24-XX040702AT

Document Preparation

Document Summary for Voucher 24-XX040702AT

Quick Tip
For specific information, click on a Details link. You can sign and stamp your document from the Document Status section.

Trip Number 2
Travel Authorization Number 24-BA200002
Traveler Details 240-00-0101, A1 TRAVELER2
Purpose Description Two days TM training in Washington DC
Itinerary Details WASHINGTON,DC 04/07/02 - 04/10/02
Ticketed Trans Details \$400.00

Expense Details
Expense Summary

Quick Expense	Edit	Delete	Date	Expense	Amount
		X	04/07/2002	POV	73.00
		X	04/10/2002	POV	73.00
					Total: 146.00

Lodging/M&IE Details \$518.00
Accounting Details
Accounting Summary

Label	Amount
24-BA2-09200000	1,064.00
Total: 1,064.00	

Totals Details
Totals Summary

Disbursement Type	Amount
Amount Claimed	958.00
Non-Reimbursable Expenses	0.00
Advance Applied	0.00
Pay To Charge Card	0.00
Pay To Traveler	958.00

Enter Comments Voucher due 5 days after completion of your trip.
Document Status Enter Status/PIN to stamp this document

Document Status: CREATED Awaiting: TRAVELER2, A1
Status To Apply: SIGNED Signature PIN: Remarks: **Stamp and Route**

3. In the **Document Status** area, at the bottom of the **Document Summary** page, perform the following to stamp and route the document:
 - a. Check the default **Status to Apply** value. It should be “**SIGNED**”.
 - b. Click in the **Signature PIN** field and enter the appropriate **PIN**.
 - c. Click in the **Remarks** field and enter ‘**Prepared for the Traveler**’.
 - d. Click the **Stamp and Route** button, on the right of the **Document Status** area at the bottom of the page, to sign/stamp and route the document.
4. The **Pre-Audit Results** page will be displayed.

NOTE

*If changes are necessary to the document, click on the **Cancel** **Pre-Audit Results** button in the ‘For this Document you can:’ area in the top right. The document will not be signed and will not route. The document can be modified.*

5. Click the **Continue** **Stamping the Document** button in the ‘For this Document you can:’ area in the top right. The **Signature** certification page will be displayed.

Setup Reports Logout Help

User: A PREPARER2
Traveler: A1 TRAVELER2


Document Preparation

Signature for 24-XX040702AT


Quick Tip
If you agree with the statement, click Accept.

For this Document you can:
Accept Signature Text
Cancel Stamping

"I certify that this voucher is true and correct to the best of my knowledge and belief, and that payment or credit has not been received by me. When applicable, per diem claimed is based on the average cost of lodging incurred during the period covered by this voucher. Note: Falsification of an item in an expense account works a forfeiture of claim (28 U.S.C.2514) and may result in a fine of not more than \$10,000 or imprisonment for not more than 5 years or both (18 U.S.C. 287,i,d. 1001)."

6. If in agreement with the signature certification statement, click the  **Signature Text** button in the 'For this Document you can:' area in the top right. The document will be routed.

NOTE

*If not in agreement, click the  **Stamping** button in the 'For this Document you can:' area in the top right. The document will not be stamped and will not route.*

7. Travel Manager displays the **Travel Manager Main Web** window.
8. Remember, the Traveler must login to Travel Manager and sign and certify the voucher to route the document.

NOTE

All Lodging receipt(s), Registration receipt(s) and any one (1) expense over \$75.00 claimed, including any backup documentation, must be sent to the Travel Office for retention and audit purposes.

When the document has been reviewed/approved by the Travel Office and interfaced with the financial system, an e-mail message will be sent to the Traveler indicating that funds will be available within 5 days if paid by Electronic Funds Transfer (EFT).

Preparer will print page 1 of Traveler's Voucher, mark out SSN, attach applicable receipts and back-up documentation, and forward to Travel Office.

X. OPEN DOCUMENT (VIEW/UPDATE)

1. Click the **Open Existing Document** link, on the Document Processing Toolbar on the left side of the page. The **Traveler Listing (Open Document)** page will be displayed.

Setup Reports Logout Help

User: Susie L. Smith

Traveler:

Create a New Document

Open Existing Document

Review Documents

Delete Documents

Copy Document

Import Documents

Traveler Listing (Open Document)

Quick Tip
Type one or more letters of the traveler's last name and click Search. Then, click the traveler's name to list all documents.

Enter Search Criteria

Last Name

Document Type

Search

Traveler List Click on an entry to select it

Search Results [Prev 40](#) [Next 40](#)

Name	EID
DOE, JANE	122-33-0000
DOE, JOHN	122-33-0001

2. Enter one or more characters of the last name of the traveler and click the **Search** button, located to the right of the last name field.
3. Click on the name of the desired traveler from the **Traveler Listing (Open Document)** area.

Setup Reports Logout Help

User: Susie L. Smith

Traveler:

Create a New Document

Open Existing Document

Review Documents

Delete Documents

Copy Document

Import Documents

Traveler Listing (Open Document)

Quick Tip
Type one or more letters of the traveler's last name and click Search. Then, click the traveler's name to list all documents.

Enter Search Criteria

Last Name

Document Type

Search

Traveler List Click on an entry to select it

Search Results [Prev 40](#) [Next 40](#)

Name	EID
DOE, JANE	122-33-0000
DOE, JOHN	122-33-0001


Document Search (Open Document)

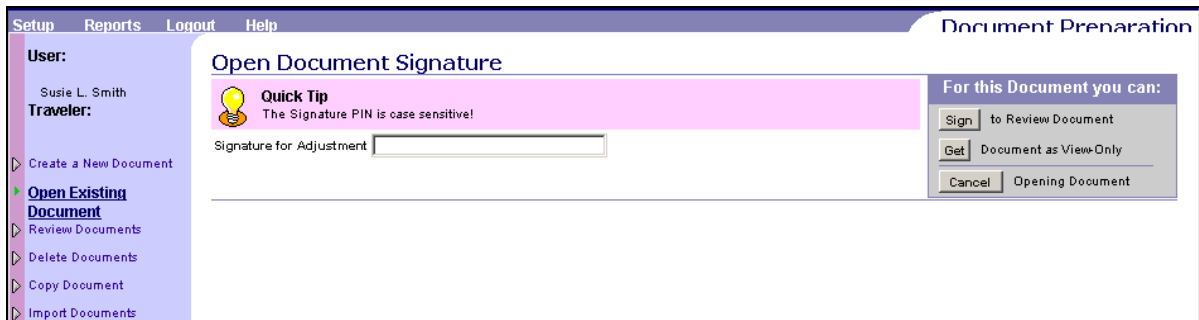
Document List Click on an entry to select it




Traveler: JANE DOE

Type	Document Name	Dep Date	Status	In Use
Authorization	99-XX06-08DC	06/08/02	CREATED	
Authorization	99-XX05-13DC	05/13/02	APPROVED	
Authorization	99-XX04-11JPN	04/11/02	CREATED	
Authorization	99-XX04-07DC	04/07/02	SIGNED	
Authorization	99-XX03-26AL2	03/26/02	CREATED	
Authorization	23-AA02-11TX	02/11/02	CREATED	
Authorization	99-XX02-11TX	02/11/02	APPROVED	
Authorization	99-XX01-15MA	01/15/02	APPROVED	
Local Voucher	99-XX08-24VA	08/24/02	CREATED	
Voucher	99-XX04-07DC	04/07/02	SIGNED	

4. All documents created for that traveler will be displayed in the **Document Search (Open Document)** area on the right.
 - a. Documents that have been created but not routed will have **CREATED** in the **Status** column.
 - b. Documents that have been created and routed will have various stamp values in the **Status** column, some of which may be **SIGNED**, **ADJUSTED**, **REVIEWED**, **APPROVED**, **MGT REVIEWED** or **MGT APPROVED**.
 - c. Documents that have been processed in the Travel Office and have completed processing will have **DATALINKED** in the **Status** column.

5. Click the document icon  for the document created in the previous exercise. The **Open Document Signature** page will be displayed if the traveler has signed the document.



6. The document can be opened one of two ways:
- Enter the appropriate signature PIN and click the  **to Review Document** button, in the 'For this Document you can:' area in the top right, to adjust the document.
 - OR
 - Click the  **Document as View-Only** button to open it as view only.
7. If the traveler has signed the document, click the  **Document as View-Only** button, in the 'For this Document you can:' area in the top right, to open the document as view only. The **Document Summary** page will be displayed.
8. If the traveler has not signed the document, the **Document Summary** page will be displayed. Use the scroll bar on the right of the **Document Summary** page to view the bottom of the page.

Setup Reports Logout Help Document Preparation

User: Susie L. Smith
Traveler: ANDY TRAVELER
Voucher: 24-AA021102AT

Document Summary

- Trip Number
- Traveler
- Itinerary
- Ticketed Trans
- Expenses
- Lodging/M&IE
- Accounting
- Totals
- Comments
- Document Status
- Perform Pre-Audits
- Preview Document
- Export Document
- Close Document

Document Summary for Voucher 24-AA021102AT (View Only)

Quick Tip
For specific information, click on a Details link. You can sign and stamp your document from the Document Status section.

Trip Number 1
Travel Authorization Number 24-AA200003
Traveler Details 240-00-0001, ANDY TRAVELER
Purpose Description TM presentation at JSFC
Itinerary Details JOHNSON SPACE CTR, TX 02/11/02 - 02/13/02
Ticketed Trans Details \$475.00

Expense Details

Edit	Delete	Date	Expense	Amount
		02/11/2002	PERSONAL CALLS-DOMESTIC	5.00
		02/13/2002	RENTAL CAR	88.50
				Total: 93.50

Lodging/M&IE Details \$251.00

Accounting Details

Label	Amount
24-AA2-09200000	819.50
Total: 819.50	

Totals Details

Disbursement Type	Amount
Amount Claimed	819.50
Non-Reimbursable Expenses	0.00
Advance Applied	0.00
Pay To Charge Card	0.00
Pay To Traveler	819.50

Enter Comments Voucher due 5 days after completion of your trip

Document Status Enter Status/PIN to stamp this document

Document Status: DATA LINK Awaiting: **Stamp and Route**

Status To Apply Signature PIN Remarks

9. Click the **Document Status** link, on the Document Summary page, or on the Document Processing Toolbar on the left side of the page to view the **Status** page for the routing list. The Document History indicates the preparer has signed the voucher. The **Document Routing** indicates the traveler needs to sign the voucher.

Setup Reports Logout Help Document Preparation

User: Susie L. Smith
Traveler: ANDY TRAVELER
Voucher: 24-AA021102AT

Document Status

Status for 24-AA021102AT (View Only)

Quick Tip
The Signature PIN is case sensitive

For this Document you can:
Stamp and Submit Document
Back **Continue**

Status to Apply

Signature PIN

Remarks

Document Routing This is the routing path the current document will take once routed

Name	Status	Level

Document History This is the status history for this document

Date/Time	Status	Name	Remarks
07/13/02 12:19PM EST	CREATED	Andy Traveler	
07/13/02 12:24PM EST	SIGNED	Andy Traveler	

10. Click the Close **Document** link, on the Document Processing Toolbar on the left side of the page, to close the document.